

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PERSONNEL OFFICER**

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Jurisdictional Class: **Non-Competitive \*(policy influencing/confidential)**  
Date Adopted: **March 21, 1988**  
Date Revised: **July 16, 1999**  
Jurisdictions: **County**  
Union Status: **Exempt**  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** A Personnel Officer administers civil service in Schoharie County and other personnel and human resources functions as assigned by the Board of Supervisors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reviews for civil service compliance, and certifies, municipal payrolls;  
Reviews, and classifies or reclassifies, all positions in local governments;  
Establishes eligible lists and administers their use and maintenance;  
Reviews applications for examination and appointment to determine eligibility, and may approve or disapprove;  
Administers the civil service examination program;  
Administers the processing of personnel transactions and maintenance of personnel roster records;  
Schedules and supervises clerical staff;  
Answers correspondence and queries about civil service law, rules, exams, lists and procedures;  
Prepares or supervises preparation of the annual report to the state Department of Civil Service;  
Prepares or supervises preparation of rules amendment resolutions;  
Prepares and maintains annual department budget and may authorize expenditures within policies and directives of the board of supervisors, budget officer and auditor;  
Participates and presents in training sessions to appointing officers and others;  
Attends training and workshops pertaining to civil service procedures.  
Administers other personnel duties as assigned by the Board of Supervisors including but not limited to entrance and exit interviews; compliance with OSHA and Dept. of Labor regulations; tuition reimbursement program; and personnel and medical records files maintenance.

**FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES and PERSONAL**

**CHARACTERISTICS:** Good knowledge of civil service procedures, civil service law and local rules; ability to administer office and budget; ability to plan the work of and supervise staff; ability to communicate and deal effectively with the public; ability to express oneself effectively both orally and in writing; ability to understand and explain complex procedures; ability to meet and deal effectively with the public; ability to maintain confidentiality; accuracy, initiative, integrity, sound judgment and discretion.

**MINIMUM QUALIFICATIONS:**

- (A) A bachelor's degree from an accredited college or university and one (1) year of full-time experience either (1) in a position in a civil service office or the personnel department of a business, or (2) operating or managing a business or department which has three (3) or more people on a regular payroll; **OR**

Last Reviewed: n/a  
Last Updated: 07/16/99  
Reviewed By: n/a  
Last Reallocated: n/a

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- (B) An associate degree from an accredited college and three (3) years of experience as listed in (A) above, **OR**
- (C) A high school diploma or equivalent and five (5) years of experience as listed in (A) above, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.